

NOBLE Executive Board Meeting Minutes
Friday, September 17th at 2 p.m.
NOBLE headquarters in Danvers, Massachusetts.

Present: Martha Holden, Douglas Rendell, Brian Courtemanche, Linda Hummel-Shea, Lorraine Jackson, Karen Pangallo, Myron Schirer-Suter, Ron Gagnon.

Agenda

Call to Order/Welcome – Martha Holden

Meeting was called to order at 2 p.m. on 9.17.10.

Approval of Minutes

July Minutes approved by unanimous vote.

Treasurer's Report – Doug Rendell

Treasurer's report approved by unanimous vote.

Executive Director's Report -- Ron Gagnon

CD Money into Money Market Account – In August, one of NOBLE's two certificates of deposit matured. The offered renewal rate was .75% (three quarters of a percent). Our Money Market account was paying 1.15%, one of the better rates in the area. So, NOBLE has moved the \$635,000 into the money market account for better rates.

Audit – The annual audit is under way. Auditor Bob Guimond has reviewed documents that Paula provided over the summer and has done two days of field work this week with a return visit planned for Tuesday, Sept. 21st.

Balances – Capital stands at \$1,220,174, with interest accrued going into the operating budget. Contingency funds stand at \$675,000 (about the same amount as last year).

Evergreen Introduction – To be held Oct. 26th from 10 a.m. to 1 p.m. at the Gordon College Science Center auditorium. The demonstration will be presented by Shae Tetterton of Equinox, an experienced trainer-consultant. The session will be video recorded by Gordon College students; NOBLE will recompense Jenks Library when costs are known. Cost for the day's training, which includes an afternoon of consultation with NOBLE staff, is \$3,250 to Equinox, including travel. Ron requested and communicated via previous e-mail to the Executive Board that funds for this training be taken from capital as a new system startup cost, since NOBLE's training budget line is already exceeded by NOBLE's share of the MassLNC Equinox training and consulting package. No one disagreed with this idea. Ron requests a vote of the Executive Board to transfer the funds. Motion to spend \$3,250 for Equinox training approved by unanimous vote.

MLA Scheduling Conflict – MLA Conference announced: April 13-15, 2011. This conflicts with the NOBLE Members Meeting scheduled for April 14th. The NOBLE Members Meeting will be moved to April 28th.

ILL Charges – Request from Revere Public Library if NOBLE libraries could consider a consensus on the services and related charges of the new ILL Center at Wellesley. This will become an agenda item for the Sept. 23rd Members Meeting.

Doug asked if there is any new word from the libraries in Manchester By The Sea and North Andover; both libraries had previously expressed interest in joining NOBLE if so allowed.

Ron says there has been no new word from Manchester By The Sea. Ron did get back to Director Mary Rose Quinn at North Andover Public Library to communicate that NOBLE felt that it could not admit North Andover to NOBLE; Director Quinn was OK with this decision.

Lindsay Library at Marian Court College has also expressed interest in joining NOBLE; they would be ranked as an Associate Member due to their size.

Currently NOBLE is absorbing Montserrat College's EBSCO fees. However, Montserrat has expressed interest in upgrading its EBSCO access; this could be an issue at some future point.

Zion Bible College has taken over the Bradford College campus. They have a 40,000 volume library. Myron and Ron are in discussions with Zion Bible College about possible NOBLE membership.

FY2012 Budget – Ron Gagnon

Ron distributed the following chart:

| | FY2011 | FY2012 | FY2013 |
|-------------------|--------|--------|------------|
| Innovative cost | 100% | 75% | 0% |
| Evergreen cost | 0% | 75% | 100% |
| Telecomm cost | full | low | low |
| MBLC Subsidy | high | high | low |
| Rent | stable | higher | new stable |
| Moving costs here | | | |

FY2012: A unique transition year:

Projected level assessment due to reduced telecomm cost and held-over higher MBLC telecomm subsidy from current year.

A "plausible" budget, based on somewhat limited current knowledge – likely to need tweaking within the bottom line.

Many questions:

Cost of Evergreen maintenance.

To what level does NOBLE contract with Equinox for support?

To what extent will new staffing be required?

What is the role of MassLNC in ongoing support?

Some combination of above?

Remote hosting cost? Or purchase/care of a local server?

Cost of Innovative maintenance – budgeted at three-quarters of a year, through end of March 2012; expect conversion in January 2012 – termination of Innovative contract

requires 90 day notice. NOBLE will not cancel the Innovative contract until systems are solidly running on Evergreen.

New telecomm network in Spring 2011.

Central Internet cost – traditional vs. cable – budgeted traditional.

NOBLE hopes for lower cost new technology, depending on NOBLE's office space.

E-rate reimbursement eligibility on cable? Likely but not included.

Maintenance/monitoring costs – same or different vendor? Using Atrion is not a sure thing.

FY2013:

Much lower MBLC telecomm reimbursement (carryover).

No Innovative costs.

Support and develop our Evergreen implementation.

A new formula to apportion costs will need to be devised; no longer based on simultaneous users. This could be challenging.

Proposed FY12 budget with FY11 adjustments approved unanimously and recommended to Members.

Ron distributed two models for Overdrive books assessment:

Blended Proposed FY12 OverDrive Assessment

OverDrive Cost Distributed by Usage Only

Executive Board voted unanimous approval to present the “Blended” model to member libraries.

Office Space Update – Ron Gagnon

Ron explained the current state of negotiations with the office park's landlord and distributed a Rental Cost Comparison chart, showing rental rates for the current location at the old rate, rental fees for the current location at the new rate, and five new locations (5 Cherry Hill; 42-A Cherry Hill; Cummings Center 2nd floor; Cummings Center 1st floor; Harbor St.).

NOBLE is currently leaning towards relocating its operations center to the suite at 5 Cherry Hill. It is in the same office park and there is adequate visibility for security; the space is smaller but that is OK as the internal configuration is adequate, NOBLE does not need a lot of staff space, and less space is needed to house computer hardware. Executive Board supports NOBLE staff with whatever office space decision is deemed by NOBLE administration to be most effective.

Update Language in Member Policies – Ron Gagnon

Replacing “NMRLS” with “MLS” in Associate Member Policy and add MLS requirement to School System Members Policy.

New Language of Policies:

Associate Members:

Must have a collection of less than 15,000 items.

Must agree to enter their collection within 3 years (retrospective conversion at their expense).

Must enter all current acquisitions.

Must be a member of the appropriate statewide/regional library system.

Will not have a vote on NOBLE committees or Members Meeting but may attend as a non-voting member.

Will have access to circulation and catalog functions.

Will be eligible for training programs.

Costs: to be determined annually by Executive Board. Associate Members will be limited to two simultaneous staff users in basic membership. Additional staff users may be available at an additional annual charge.

School System Members:

School systems may join as a system for the standard membership fee. One school would be entitled to NOBLE services for the initial membership fee. Each additional school would be charged at the rate for branch libraries.

School systems would be full members with all of the attendant privileges.

All participating libraries must be a member of the appropriate statewide/regional library system.

Approved unanimously and recommended to Members.

Adjournment

NOBLE Executive Board adjourned the meeting at 5 p.m.

Minutes respectfully submitted by,

Brian Courtemanche
NOBLE Executive Board Clerk.